

EMERGENCY PREPAREDNESS OFFICER

Class Definition

Under general supervision, plans, organizes and coordinates citywide emergency management activities within the Police Department.

Distinguishing Characteristics

Emergency Preparedness Officer is a single non-sworn position class assigned to the Police Department. Reporting to the Patrol Support Division Commander, the incumbent provides technical expertise in the development of emergency response plans and implementation of public education and training programs. In addition, the incumbent acts as liaison with local, County, State and Federal agencies involved in emergency preparedness and disaster planning.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, develops, implements and maintains a comprehensive Emergency Management Program, including building evacuation plans, emergency operating procedures, and incident response plans.

Coordinates and conducts training of staff in emergency preparedness, response and recovery practices. Assesses Citywide training needs and develops/arranges training programs.

Participates in the development and administration of the budget for the Emergency Management Program. Forecasts both short-term and long-term needs for staffing, equipment, materials and supplies. Monitors expenditures.

Conducts Citywide disaster exercises in accordance with State and Federal requirements. Operates and tests Emergency Operations Center (EOC) equipment and systems. Develops activation and operation procedures. Prepares procedures and checklists for positions in the Incident Command System for training programs and tabletop drills. Coordinates drills with other response agencies.

Develops response plans for various types of disasters/hazards. Identifies and documents response agencies and resources involved in disaster relief.

Develops and conducts disaster preparedness and response briefings and education programs to residential, commercial and civic organizations.

Coordinates fund recovery efforts during declared disasters. Coordinates with FEMA representatives and prepares and submits required documents.

Interfaces with department personnel, neighboring agencies, local business, the Red Cross, medical care personnel, gas and electric companies, the County of Fresno, FEMA, OES and other local, State and Federal representatives in the implementation of regional training and emergency preparedness/response programs.

Researches and prepares grants related to emergency preparedness.

Performs related duties as required.

Knowledge, Abilities and Skills

Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare count, differentiate, measure and/or sort data, as well as assemble, copy, records and transcribe data.

Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as City Emergency Plan, emergency management policies and procedures, State and Federal regulations, department policy manuals, personnel manuals, a variety of reports, budgets, time sheets, non-routine correspondence, purchase requisitions, invoices, contracts, schedules, resolutions and ordinances, and professional journals.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective relationships with employees, public officials, other organizations and the general public.

Ability to calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

Ability to exercise the judgment, decisiveness, confidentiality, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as a City vehicle, computer keyboard/typewriter, calculator/adding machine, telephone, photocopier, overhead projector and fax machine.

Minimum Qualifications

Associate degree in fire science, criminology, business or public administration or related field and three years experience in emergency preparedness, disaster response, or public education programs, preferably in a municipal agency. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____

SE:JAC;jl:11/16/01